



# Human Resources Newsletter

## May 2002 News

### What's New, What's Hot

- Effective May 14, 2002, CS Pay Plan is being revised to reflect the second 2% increase to the minimum/maximum of each pay range. Only those employees whose salaries are below the new range minimum will be adjusted
- Civil Service guidelines regarding the use of new Promotional "Certifiable" Scores were issued in General Circular 1480. Visit CS website to read the General Circular; details regarding DOTD use are forthcoming.
- No Civil Service Commission meeting in July (CS moving to new location during July).
- HQ DOTD had a successful "Take Our Daughters to Work Day", to view pictures of the event please see pages 2 through 8 of this newsletter.

### Special Events

- No Civil Service Commission meeting in July (CS is moving to new location during July).
- May 8th – Employee Recognition Day
- May 8th – Civil Service Commission hearing
- May 9th - Employee Health Fair, DOTD HQ
- May 15th – SCHR Meeting
- May 27th – Memorial Day; holiday must be declared by the Governor – not a statutory holiday.

### HR Unit Updates

#### Compensation Unit

- ET Job Study: The HR Compensation Unit plans to complete the SF-3 review/allocation process for the 500+ ET 5, ET 7 and ET DCL by mid-May provided that necessary SF-3 revisions are returned in a timely manner. (Important note concerning DCL positions: The Department of Civil Service must first approve all proposed supplemental qualification requirements for each DCL position.)

#### Personnel Management Unit

- May 10<sup>th</sup> – deadline for District/Division Heads to respond to HR Personnel Management Unit's Needs Assessment Survey. (For assistance, contact Farilyn Dupuy (225) 379-1219.
- For assistance with 360-Degree Feedback using DOTD's automated 20/20 Insight program, contact Ranzy Montet, (225) 379-1293.
- Reminder to District Business Offices: Options to renew existing medical contracts must be executed by June 30, 2002.

# Louisiana DOTD

## Take Our Daughters To Work Day - April 25, 2002

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